

COUNSELING SUPERVISOR

FLSA Code: E

Job Code: 7025

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work participating in and supervising the day to day care, security and safety of residents in a group home for adolescent girls; does related work as required. Work is performed under general supervision. Supervision is exercised over residential care staff as assigned.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to noise, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing day to day operations; counseling, monitoring and managing plans and programs for a group of court assigned adolescent females in a twenty-four hour residential setting.

- Establishes, implements and monitors resident treatment plans;
- Supervises, plans and participates in all aspects of client and family counseling;
- Schedules, plans, assigns, and coordinates the work of the facility staff and counselors;
- Provides staff orientation and training concerning programs, policies and procedures;
- Discusses facility and care programs with clients, families, care providers and other professionals;
- Observes clients in living, sleeping and recreation areas;
- Plans and supervises recreation activities, food service, facility cleaning, maintenance and repair;
- Assesses emergency and medical situations; provides professional crises intervention and determines appropriate action;
- Plans and requisitions maintenance and facility supplies and equipment;
- Monitors expenditures and recommends adjustments;
- Maintains records and files and prepares reports, plans and statistical records;
- Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in sociology, psychology or related field and considerable experience in residential care and general counseling; possession of an appropriate driver's license valid in the Commonwealth of Virginia; possession of first aid, CPR, medication disbursement, bloodborne pathogens and physical restraint training certification; thorough knowledge of human behavior, mental health, juvenile justice and social problems, the security, rules, regulations and procedures of the residential facility, the techniques of residential facility care, substance abuse and general counseling and the basic principles of human psychology; proven ability to enforce institutional rules firmly and fairly, to counsel clients in a transit or residential environment who may be frightened, hostile, rebellious and win their confidence, to supervise a small group of clients and staff in a closed environment, to prepare records and reports and to deal courteously yet firmly with clients, their families and the public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.